

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 20, 2000**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday June 20, 2000, at 11 a.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. John Griggs of the U.S. Environmental Protection Agency (EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss Technical Director educational requirements and auxiliary laboratory certification with California Laboratory Accreditation Program personnel as guests.*

INTRODUCTION

Dr. Griggs opened the meeting by asking the attendees to introduce themselves to announce their presence at the teleconference.

CHAPTER 4 - NELAC STANDARD

Additions/Comments to Double Underline - Strikethrough Version of Proposed Changes to Chapter 4

4.0 Accreditation Process

There was discussion of the Chapter 4 wording concerning the accreditation of auxiliary laboratories. Dr. Griggs stated that currently Chapter 4 leaves the decision of defining auxiliary fixed-base laboratories up to the individual primary accrediting authority. The chapter also contains language which addresses the accreditation of auxiliary mobile laboratories. The guests, Ms. Jane Jensen, Mr. Fred Choske and Mr. Fred Seto from the California Laboratory Accreditation Program were explaining that California does not recognize auxiliary laboratories as such and that dealing with auxiliary laboratories both fixed base and mobile have caused numerous accreditation difficulties in California, due to problems in defining the boundaries of the term "auxiliary." The two groups discussed attributes and shortcomings of both systems, legal loopholes and special case situations that complicate the issue of defining an auxiliary laboratory facility. California categorizes laboratories into two types, those being fixed base and mobile laboratories. Ms. Jensen suggested that the word "auxiliary" be removed from Section 4.0 and that the only provision for auxiliary laboratory facilities requiring only one accreditation would be those noncontiguous facilities located on property owned by a common entity that also operate under the same quality system. There was discussion of the benefit of this change but not unanimous agreement among committee members on this issue. The committee agreed that some rewording of Section 4 would be required to make this change and Dr. Griggs will draft the wording for Section 4.0 to complete this change. This suggested wording for Section 4 will be discussed at the Sixth NELAC Annual (NELAC VI) Meeting. Dr. Griggs requested that, if possible, the California Laboratory Accreditation Program representative(s) join in these discussions at the upcoming meeting

to inform those present of the experiences of the California Laboratory Accreditation Program and how they have handled similar situations within their state.

4.1.7 (n) Primary Application Package

The California guests suggested a wording change concerning the primary application package requirements and the committee discussed and agreed with the suggested rewording. For consistency with other suggested wording changes in Chapter 4, Section 4.1.7 item (n) the proposed change that currently reads “Listing of Auxiliary Laboratories (if applicable)” would be changed to read “Listing of Noncontiguous Fixed-Base Laboratories (if applicable)”.

4.1.1.1 DEFINITION, TECHNICAL DIRECTORS(S)

Ms. Jensen suggested that the basic educational requirement for any technical director be a bachelor's of science degree. Wording changes would then be necessary in Sections 4.1.1.1 (a) through 4.1.1.1 (e), parts i through iii would then be deleted. Additionally in Section 4.1.1.1 f, the word “only” be inserted so the sentence would read “Any technical director of an accredited environmental laboratory engaged only in the examination of radon in air shall have at least an associate's degree or two years of college and one year of experience in radiation measurements, including at least one year of experience in the measurement of radon and/or radon progeny”. The committee explained to the guests that technical directors' educational requirements had long been a contentious issue for the Accreditation Process Committee and that these suggestions would be raised and discussed, but not voted on during the upcoming Sixth NELAC Annual meeting. Dr. Griggs clarified that the suggested changes would be discussed at the NELAC VI meeting and, from that discussion, any proposed changes would be posted on the NELAC Website before the Sixth NELAC Interim (NELAC VIi) meeting.

NOMINATION OF NEW COMMITTEE MEMBERS

Dr. Griggs announced that resumes of 3 potential Accreditation Process Committee nominees would be reviewed at the NELAC VI meeting for nominations to be made at that time. Dr. Griggs also charged the committee with the nomination of his replacement as committee chairman during the upcoming annual meeting.

ADJOURNMENT

Dr. Griggs adjourned the meeting after closing discussions of the agenda items.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 20, 2000**

Item No.	Action	Date to be Completed
1.	The committee will draft an updated and expanded Accreditation Process flowchart.	After NELAC 6
2.	Dr. Griggs will draft the rewording of Section 4.0 on auxiliary laboratories for discussion at NELAC VI.	June 27, 2000

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 20, 2000**

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